

AMS/FAST CHANGE REQUEST (CR) COVERSHEET

Change Request Number: 23-01

Date Received: November 9, 2022

Title: Procurement Checklists - Revisions

Initiator Name: Erick Martinez-Abril

Initiator Organization Name / Routing Code: Procurement Policy Branch, AAP-110

Initiator Phone: 405-954-7818

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Policy and Guidance: (Please check only one box)

- | | |
|--|--|
| <input type="checkbox"/> Policy | <input type="checkbox"/> Procurement Tools and Resources |
| <input type="checkbox"/> Guidance | <input type="checkbox"/> Real Property Templates and Samples |
| <input type="checkbox"/> Procurement Samples | <input type="checkbox"/> Procurement Clauses |
| <input type="checkbox"/> Procurement Templates | <input type="checkbox"/> Real Property Clauses |
| <input type="checkbox"/> Procurement Forms | <input type="checkbox"/> Other Tools and Resources |
| <input checked="" type="checkbox"/> Procurement Checklists | |

Summary of Change:

Below is a list of the changes that we are making in the attached Checklist.

1. For the checklists under Plan Procurement, made the Coordination with Small Business Program Staff (AAP-20) the last step in the process.

2. For the contract file checklist, on the signature page the following language should be used.

Per AMS Guidance T3.10.1.A.7a(2)(e), the Contract file checklists require signatures by the CO and procurement branch or division manager for major program contracts. If signature of the checklist is not possible, email messages from the CO and procurement branch or division manager attesting to the completeness of the contract file may be substituted.

3. For all the attached checklists, we are adding the following disclaimer to clear up the confusion with respect to the TAB numbers in the checklist.

“The tab numbers are for EDOCs purposes only and are not meant to be followed chronologically. “

Reason for Change:

Contracting Officer (CO) proposed the changes to improve the clarity of certain actions with respect to the Checklist.

Development, Review, and Concurrence: AAP-110

Target Audience: Acquisition Personnel.

Briefing Planned: No.

ASAG Responsibilities: None.

Section / Text Location: AMS Procurement Policy & Guidance, Procurement Checklists

The redline version must be a comparison with the current published FAST version.

☒ I confirm I used the latest published version to create this change / redline

or

☐ This is new content

Links:

<https://fast.faa.gov/docs/PurchaseOrderChecklist.pdf>

<https://fast.faa.gov/docs/bpachecklist.pdf>

<https://fast.faa.gov/docs/constructionchecklist.pdf>

<https://fast.faa.gov/docs/contractchecklist.pdf>

<https://fast.faa.gov/docs/deliverytaskorderbpacallchecklist.pdf>

<https://fast.faa.gov/docs/GrantsFileChecklist.pdf>

<https://fast.faa.gov/docs/ContractOrganizationAndFileContentChecklist.pdf>

Attachments:

Purchase Order-GSA-FSS Order File Checklist, Blanket Purchase Agreement Checklist, Construction Contract File Checklist, Contract File Checklist, Delivery Order-Task Order-BPA Call Checklist, Grant Cooperative Agreement File Checklist, and Other Transaction Authority (OTA) File Checklist.

Other Files: N/A.